



**AIR FORCE MOTOR VEHICLE TRAFFIC  
SUPERVISION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 78 SFS/SFO

Certified by: 78 SFS/CC  
(Major Gregory J. Anderson)

Supersedes AFI31-204\_ROBINSAFBSUP1,  
26 May 1999

Pages: 12

---

**AFI 31-204, 14 July 2000, is supplemented as follows:**

This supplement implements Air Force Policy Directive (AFPD) 31-2, *Law Enforcement*, and Air Force Instruction (AFI) 31-204, *The Air Force Motor Vehicle Traffic Supervision Program*, and AFI 31-218(I), *Motor Vehicle Traffic Supervision*. This supplement applies to all personnel attached or assigned to Robins AFB, including the Air Force Reserve and Air National Guard members who are on extended duty at Robins AFB. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed in accordance with the Air Force Records Disposition Schedule (RDS) located at [https://afirms.amc.af.mil/](http://afirms.amc.af.mil/).

**SUMMARY OF CHANGES**

This publication has been substantially revised to include wording and formatting changes. Among changes made are the following: Chapter 2.5. updates suspension of driving privileges procedures; Chapter 3.1. rewritten to clarify vehicle registration procedures; Chapter 4.2. includes specific guidance on cell phone usage while operating a vehicle, clarifies responsibilities in regards to reserved parking on the installation, and adds the designation of personnel authorized to issue tickets; and **Table 5.1.**, Assessment 5 outlines conditions on which excessive parking violations will be based.

1.1. Program Management. This supplement implements policy, assigns responsibility, and establishes procedures for motor vehicle traffic supervision on Robins AFB.

1.2. Responsibilities. The 78th Air Base Wing Commander (78 ABW/CC), or designee, can modify these policies and procedures when traffic operations necessitate special measures to meet mission unique requirements or to ensure public safety.

2.1. Requirements for Operating a Motor Vehicle on Robins AFB. All personnel operating a privately-owned vehicle (POV) on Robins AFB must have in their possession, and provide, at the request of 78th Security Forces Squadron (78 SFS) personnel, the following:

2.1.1. Current insurance coverage card for the vehicle being operated. This card must show the expiration date of the insurance policy. For rental vehicles, a vehicle rental agreement shall serve as valid proof of vehicle insurance. Personnel without a current insurance coverage card in their possession while operating a vehicle on Robins AFB will be cited and given a letter instructing them to report to the 78 SFS Reports and Analysis Section (78 SFS/SFAR). A person cited must present a valid insurance card to 78 SFS/SFAR within 3 duty days. The card must show insurance coverage on the day (and at the time, if applicable) of the traffic stop or incident that caused coverage to be questioned. Failure of a driver to comply with the above requirements will indicate they were driving an "uninsured vehicle." "Uninsured vehicle" is a vehicle without the minimum insurance coverage required for registration by the laws and regulations of the State of Georgia.

2.1.1.2. A valid state, overseas command, host nation, or international driver's license, and/or AF Form 2293, **US Air Force Motor Vehicle Operator's Identification Card**, supported by a DD Form 2, **US Armed Forces Identification Card**. According to GA Criminal and Traffic Law Manual/O.C.G.A 40-5-21, an international driver's license is valid for a period of not more than 45 days from the date of the active duty member's return to the United States.

2.1.2. (Added) At a minimum, vehicle registrants must maintain adequate liability insurance coverage, as required by state law, which covers them and any other personnel authorized or granted permission to operate the registered POV. "Out-of-state visitors" to Robins AFB that are operating a vehicle not registered in Georgia, shall comply with the laws of the state in which the vehicle they are operating is registered. "Out-of-state visitor" means any short term visitor to Robins AFB that is not one of the following: a resident of Georgia, military member assigned to Robins AFB, or the family member of military personnel assigned to Robins AFB.

2.2. Stopping and Inspecting Personnel or Vehicles.

2.2.1.2. In accordance with AFI 31-101, *The Air Force Installation Security Program*, as supplemented, 78 SFS personnel may inspect, search, and/or impound motor vehicles at installation entry points and other locations throughout Robins AFB in an attempt to prevent the introduction of unauthorized personnel, drugs, weapons, or illicit material, or the unauthorized removal of government supplies, property, or equipment.

2.2.1.3. To prevent unauthorized POVs from entering a restricted area as established in AFI 31-101, 78 SFS personnel may conduct on-base POV inspections when there is reasonable cause to believe installation resources may be in danger or there is suspicion of criminal activity.

2.5. Suspension or Revocation of Driving Privileges.

2.5.1.3. Before an individual is released from apprehension for intoxicated driving or driving while their state driver's license is suspended or revoked, they will be issued a "Notice of Preliminary Suspension of Installation Driving Privileges." If the individual refuses to acknowledge receipt, the 78 SFS member will annotate the refusal on the notice, sign it, and have a witness sign it. In the case where an individual is arrested off-base for intoxicated driving, the individual must report to 78 SFS/SFAR to sign this notice, as soon as possible after the incident occurred. In addition, a "Suspension of Installation Driving Privileges" letter is sent to the first sergeant or civilian supervisor of the individual to report to 78 SFS/SFAR.

### 2.5.2. Revocation.

2.5.2.5. (Added) All vehicles registered to persons who have had their privilege to operate a vehicle suspended or revoked for a period of 6 months or greater must de-register the vehicle through the 78 SFS Pass and Registration Section (78 SFS/SFOXI) and remove the vehicle from the installation for the period of the suspension or revocation.

2.5.2.5.1. (Added) When a revocation or suspension period terminates, the vehicle owner must re-register the vehicle according to Chapter 3 of this supplement.

2.5.2.5.2. (Added) Dormitory residents who have had their driving privileges revoked for a period of 6 months or greater must de-register their vehicle through 78 SFS/SFOXI and remove the vehicle from the installation. If the individual wishes to have a co-worker, friend, etc., who is affiliated with Robins AFB register their vehicle; they must obtain a notarized letter before the vehicle can be registered in the co-worker/friend's name via an AF Form 75, **Visitor/Vehicle Pass**, for the duration of the suspension. Once the suspension is terminated the owner will be required to re-register their vehicle through 78 SFS/SFOXI.

2.5.3. (Added) Reinstatement of driving privileges shall be automatic, provided all revocations applicable have expired, proper proof of completion of remedial driving course and/or substance abuse counseling (if applicable) has been provided, and reinstatement requirements of individual's home state and/or state the individual may have been suspended in, have been met.

### 2.6. Reciprocal Procedures.

2.6.1. Revocations issued at Robins AFB will remain in effect during reassignment, temporary duty, etc. Suspensions and revocations issued at Robins AFB are valid at all DoD installations regardless of their location. Personnel with suspended or revoked privileges may petition for partial or limited driving privileges by following the procedures outlined in paragraphs **2.7.4. (Added)** and **2.7.5. (Added)** of this supplement. All suspensions and revocations are tracked through Security Forces Management Information System (SFMIS) and are acknowledged by Robins AFB authorities, ensuring adherence to all rules.

### 2.7. Administrative Due Process for Suspensions and Revocations.

2.7.1. Upon determination by 78 SFS/SFAR that driving privilege suspension or revocation action should be taken on an individual, a "Notice of Preliminary Suspension of Installation Driving Privileges" letter notifying the individual of the impending suspension or revocation will be forwarded to the military member's first sergeant or commander, or the civilian employee's supervisor. For all other personnel, the letter will be sent to the individual's home mailing address.

2.7.2. In the "Notice of Preliminary Suspension of Base Driving Privileges" letter, the individual will be given the opportunity to request a hearing to dispute/modify the suspension/revocation. This letter must be returned NLT 10 business days after the date of the letter to 78 SFS/SFAR. If the individual fails to return this letter within the allotted time, the individual relinquishes the right to a hearing and action will be taken to suspend/ revoke the individuals driving privileges. The "Notice of Preliminary Suspension of Base Driving Privileges" letter will be considered as the "reasonable attempt" necessary to fulfill this requirement prior to suspension/revocation action. Hearings for suspensions and revocations will be in accordance with paragraphs **2.7.4. (Added)** and **2.7.5. (Added)** of this supplement.

2.7.4. (Added) Any person whose driving privilege has been suspended or revoked, or is pending suspension or revocation, has the right to have the suspension/revocation reviewed by the 78 ABW/CC or designee. As a result of this review the 78 ABW/CC, or designee, may or may not require an administrative

hearing be held based on his or her review of the available evidence before rendering a decision on the request.

2.7.5. (Added) Individuals wishing an administrative hearing must submit a written request to 78 SFS/SFAR and include in the request a complete return address, home and work telephone numbers, any evidence or witnesses, and the reason for requesting a hearing, limited driving privileges, or reinstatement of driving privileges. Active duty personnel requests must include an endorsement from their commander or first sergeant.

### 3.1. Registration Policy.

3.1.1. The following personnel are authorized to register their vehicles on Robins AFB and receive a DD Form 2220, **DoD Registered Vehicle Decal**: contractors with a contract period of more than three years (when locally approved), Civil Air Patrol members, retired civilian employees, local dignitaries, law enforcement personnel, and community leaders as identified by the 78 MSG/CC or higher authority.

3.1.1.1. Personnel may be issued an AF Form 75 registering a vehicle that they do not own for a period of one year by completing a notarized letter (form letter available from 78 SFS/SFOXI) signed by the vehicle owner. All newly assigned military personnel must report to 78 SFS/SFOXI within 72 hours to register their vehicle. All newly hired/assigned civilian employees must report to 78 SFS/SFOXI by their first actual workday. Military personnel who have transferred from a CONUS assignment have 5 days to register their vehicle. Military personnel transferring from an overseas assignment have 30 days to register their vehicle.

### 3.1.5. Use of AF Form 75, **Visitor/Vehicle Pass**.

3.1.5.2. (Added) AF Forms 75 are issued to visitors and other personnel requiring access to the installation after being checked against the base barment roster. Time constraints are as follows:

3.1.5.2.1. (Added) Contractors - not to exceed 1 year.

3.1.5.2.2. (Added) New vehicles with dealer license plates, temporary tags, or a bill of sale and proof of current insurance on the vehicle - 30 days.

3.1.5.2.3. (Added) Restricted drivers (red border) - until reinstatement date or 1 year.

3.1.5.2.4. (Added) Military Affairs Committee (blue border) issued by 78 ABW Public Affairs Office (78 ABW/PA) - 1 year.

3.1.5.2.5. (Added) Transition assistance program personnel - until termination of privileges or 1 year, whichever is sooner.

3.1.5.2.6. (Added) Motorcycle operators - up to 3 days prior to their scheduled motorcycle safety course class date.

3.1.5.2.7. (Added) Personnel employed by educational institutions located on Robins AFB at the Robins Resident Center (RRC) - 1 year.

3.1.5.2.8. (Added) Students attending the RRC will be issued a pass by RRC personnel for the duration of the semester they are attending.

3.1.5.2.9. (Added) Personnel driving family members to and from base facilities that are unable to drive themselves due to medical condition, age, or other restrictions - 1 year. **NOTE:** This is considered a special purpose pass and has to be approved through 78 SFS/SFOXI.

3.1.5.3. (Added) AF Forms 75 are not required to be turned in after expiration. However, contractors are required to collect all AF Form 75s from contractor personnel who are no longer employed by their company. The 78 SFS personnel will confiscate AF Forms 75 used to fraudulently enter the installation (expired, incorrect pass for vehicle operated, etc.).

3.1.5.4. (Added) Individuals who have a letter of designation from the Military Personnel Flight (MPF) to enter the installation may present it and a valid form of identification to obtain an AF Form 75 for the period stated in the letter not to exceed a period of 1 year.

3.2. Registration and Driver Requirements. Personnel registering a POV on Robins AFB are required to present a valid driver's license, current proof of vehicle registration, current proof of insurance, and a valid identification card (DD Form 2, CAC, etc.).

3.3. Appointing Registration Officials. The 78 ABW/CC has authorized unit orderly room personnel to issue registration decals after formal training by 78 SFS/SFOXI personnel. Registrant information from the unit will be forwarded to 78 SFS/SFOXI as soon as possible for input to SFMIS.

3.4. Specifications for DD Form 2220. DOD Registered Vehicle Decal.

3.4.2.6. (Added) The color-coded decal issued to dependents of deceased military members will be commensurate with the rank or grade of the deceased military member.

3.4.4. Affix registration decals to the top of the windshield, centered over the rear view mirror, or in the lower right corner when facing the vehicle.

3.4.5. AF Form 787, **Handicapped Person Vehicle Decal**, is not issued at Robins AFB. Handicapped placards issued by any state registration authority will be honored on base and will entitle the vehicle to utilize handicapped parking spaces that are not reserved to specific individuals.

3.5. Termination or Denial of Registration.

3.5.5. When a registrant is transferred, spouses or other dependents continuing to live on or near Robins AFB may have vehicle registration changed to their name.

3.5.6. Personnel departing PCS from Robins AFB to another CONUS installation may retain their registration decal. Upon arrival at their new duty assignment, they must register the vehicle with the host installation Pass and Registration Section. Personnel incoming PCS to Robins AFB may register their vehicle with the decal from their previous installation. The 78 SFS/SFOXI personnel will enter the decal number and other information into SFMIS and provide the applicant with the appropriately color-coded Robins AFB installation decal.

3.5.8. (Added) Request for vehicle registration may be denied if requestor is found to be on either a Robins AFB barment listing or a barment listing from another installation.

4.2. Installation Traffic Code.

4.2.2.1. Towing and impoundment of vehicles. Illegally parked vehicles, suspected abandoned vehicles, or vehicles creating an immediate safety hazard, will be towed by civilian towing companies at the direction of the 78 SFS.

4.2.2.2. The 78 SFS personnel will attempt to identify and notify the owner/operator to have the vehicle moved prior to being towed.

4.2.2.3. Abandoned Vehicles. The 78 SFS patrols will be on alert for suspected abandoned vehicles throughout the installation. Patrolman will attempt to locate the owner of suspected abandoned vehicles

prior to any processing. If the owner cannot be located or contacted, a DD Form 1408, **Armed Forces Traffic Ticket**, will be issued for possible abandonment. If the owner does not remove the vehicle within 3 days a DD Form 2504, **Abandoned Vehicle Notice**, will be issued. The DD Form 2504 will be held for a period of 3 duty days by the 78 SFS Investigations Section (78 SFS/SFOI). The status of the vehicle will be checked after the 3 days, and if it remains abandoned, a wrecker service will be directed to tow the vehicle to the 78 SFS/SFOI impoundment lot.

4.2.3.1. Motorcycles and Mopeds. The word "motorcycle" as used in the following paragraphs, is also meant to include mopeds, motor scooters and motor assisted bicycles. Requirements for motorcycle, motor scooter, and moped operation on Air Force installations and for operation by military members off Air Force installations include the following:

4.2.3.1.1. (Added) Only operators may ride mopeds (no passengers).

4.2.3.1.2. (Added) Headlights must be on.

4.2.3.1.3. (Added) Vehicle must have rearview mirrors.

4.2.3.1.4. (Added) The operator and any passenger must adhere to the following helmet, eye, clothing, and safety requirements. Refer to AFI 91-207, *The US Air Force Traffic Safety Program*, for further clarification. Operators and any passenger must wear:

4.2.3.1.4.1. (Added) A protective helmet.

4.2.3.1.4.2. (Added) Impact resistant goggles or a full face shield on their helmet.

4.2.3.1.4.3. (Added) Brightly colored or contrasting vest or jacket as an outer upper garment during the day and reflective during the night. Outer upper garment will be clearly visible and not covered.

4.2.3.1.4.4. (Added) Long-sleeved shirts or jackets, full-fingered motorcycle gloves or mittens, and full-length trousers.

4.2.3.1.4.5. (Added) Sturdy footwear. Leather boots or over-the-ankle shoes are strongly encouraged.

4.2.3.2. Restraint Systems. Restraint systems are required only in vehicles manufactured after model year 1966.

4.2.3.2.1. All operators and passengers of military and privately owned vehicles are required to wear seatbelts while their vehicle is in operation on the installation. Individuals must not ride in seat positions where manufacturer installed occupant restraints have been removed. The only exceptions are personnel possessing a certificate or license issued by a state vehicle operator license issuing agency, or signed documentation from a licensed medical physician, indicating the bearer is unable for medical, physical, or other valid reasons to wear restraint devices.

4.2.3.2.6. (Added) Operator responsibilities to ensure compliance are as follows:

4.2.3.2.6.1. (Added) Government Owned Vehicle (GOV). The vehicle operator must inform his or her passengers of the requirements to use occupant restraints. The ranking person present should ensure this requirement is observed. Any person not wearing restraint devices in the vehicle may be cited for non-compliance.

4.2.3.2.6.2. (Added) Privately Owned Vehicle (POV). The vehicle operator is ultimately responsible for compliance; however, personnel present in the vehicle not wearing restraint devices may be cited for non-compliance.

4.2.3.3. Prohibition of Cellular (Cell) Phone Usage. All motor vehicle operators on Robins AFB to include government owned, privately owned, and commercially owned vehicles, are prohibited from using a cell phone, personal digital assistant (PDA), or Blackberry™, unless the vehicle is safely parked or the operator is using a hands-free device. The wearing of portable headphones, earphones, or other listening devices (except for hand-free cell phones) while operating a motor vehicle is also prohibited. Additionally, all vehicle operators are prohibited from using a cell phone, PDA, or Blackberry™ while entering or exiting installation gates.

4.2.3.3.1. (Added) Suspected violation of this policy is considered a primary offense (reason for traffic stop). Citations will be issued to the operator for violating this policy and three (3) points will be assessed against his or her driving record.

4.2.3.4. (Added) Golf Cars (not carts) and Low Speed Vehicles. The National Highway Traffic Safety Administration has established law in the Code of Federal Regulations (CFR) which addresses slow moving conveyances that do not meet traditional Federal Motor Vehicle Safety Standards. These conveyances commonly referred to as scooters or utility carts, are legal to operate on military installation public roadways if specific criteria are met. Golf cars/low speed vehicles are non-registered assets procured as equipment items using unit funds and are accounted for on the owning unit's CA/CRL. The following definitions and criteria apply:

4.2.3.4.1. (Added) Golf Cars are small utility conveyances that are incapable of exceeding 20 mph. They are only subject to state and local requirements regarding safety equipment for use on military installation public roads. If golf cars are modified from original manufacture specifications to obtain speeds in excess of 20 mph, they are classified as motor vehicles and must meet Federal Motor Vehicle Safety Standards.

4.2.3.4.2. (Added) A Low Speed Vehicle (LSV) is any four-wheeled conveyance with a top speed greater than 20 mph, but less than 25 mph. LSVs are classified as motor vehicles and must meet specific Federal Motor Vehicle Safety Standards (49 CFR 571.500) to operate primarily on military installation public roads. LSVs must be equipped with specified headlamps, stop lamps, turn signal lamps, reflectors, parking brakes, rearview mirrors, windshields, seat belts, and vehicle identification numbers. LSVs of truck design, operating primarily on installation/public roads, must meet the Federal Motor Vehicle Safety Standards specific to trucks.

4.2.3.5. (Added) Conveyances designed or modified to operate at speeds greater than 25 mph must meet all Federal Motor Vehicle Safety Standards which apply to passenger carrying vehicles if the vehicle is to be operated primarily on military installation public roads.

4.2.7. (Added) Authorized emergency vehicles. The following exemptions are granted to an authorized emergency vehicle only when the vehicle is making use of an audible siren and emergency warning lights. The 78 SFS vehicles will be exempted from this requirement if the use of siren and/or emergency lights would, or could expect to, prevent a desired undetected arrival to potentially hostile situations. The driver of an authorized emergency vehicle, when responding to an emergency call, may exercise the following privileges:

4.2.7.1. (Added) Park or stand at any location on the installation. Every attempt should be made to avoid impeding the flow of traffic.

4.2.7.2. (Added) Proceed past a stop sign, but only after slowing down as may be necessary for safe operation.

4.2.7.3. (Added) Exceed the maximum speed limits by 10 mph, when necessary, as long as life or property is not endangered.

4.2.8. (Added) Speed restrictions.

4.2.8.1. (Added) Maximum limits. Except when special hazards exist that require lower speeds, the following limits shall be maximum lawful speeds, and no person shall drive a vehicle at a speed in excess of such maximum limits:

4.2.8.1.1. (Added) Robins AFB: 30 mph unless otherwise posted.

4.2.8.1.2. (Added) All military family housing areas: 15 mph (10 mph when children are present).

4.2.8.1.3. (Added) All school areas: 10 mph 30-40 minutes prior to beginning of and following end of school hours when school is in session.

4.2.8.1.4. (Added) Parking lots and loading areas: 10 mph unless otherwise posted.

4.2.8.1.5. (Added) While driving in reverse: 5 mph.

4.2.8.2. (Added) Flightline speed limits excluding active runways are as follows:

4.2.8.2.1. (Added) GOV: 15 mph in areas on the flightline where aircraft movement or other current restrictions prevail.

4.2.8.2.2. (Added) Vehicles operating outside established driving lanes are restricted to 15 mph.

4.2.8.2.3. (Added) During periods of limited visibility, or when ice, slush, or snow exists, maximum vehicle speeds may be reduced to ensure roadway safety.

4.2.8.2.4. (Added) Vehicle speed while operating near aircraft will be restricted to 5 mph.

4.2.9. (Added) The responsibility for safe driving rests with the vehicle operator. The limits and exceptions listed herein do not relieve operators of their responsibilities for safe, prudent operations under normal or emergency conditions, or during adverse weather conditions.

4.2.10. (Added) Driving on sidewalk. No person shall drive a vehicle upon a sidewalk or sidewalk area except where a permanent or duly authorized temporary driveway has been established crossing the sidewalk.

4.2.11. (Added) Skateboarders and skaters must ride in a manner so as not to interfere with pedestrian and vehicle traffic and are prohibited in the following areas: picnic table tops, tennis courts, and any other area not specifically designed or constructed for skateboard use. Due to the inability to mount proper safety equipment, skateboards will not be operated during hours of darkness or decreased visibility.

4.2.11.1. (Added) Individuals utilizing roller or in-line skates or skateboards will not be permitted to use them on any roadways or parking lots where motor vehicles are in operation. Skateboards/skates may be used on sidewalks if right of way is given to pedestrians and due care is used.

4.2.11.2. (Added) Skateboarders/skaters operating in a prohibited area will be issued a warning. A second incident will result in a DD Form 1408 being issued. Skateboards used in violation of this section, which results in damage to property, shall be confiscated by 78 SFS personnel and held as evidence until such time as its evidentiary value is eliminated.

4.2.12. (Added) Open Alcohol Beverage Containers. An open alcoholic beverage container in moving vehicles upon any roadway is prohibited. It is the responsibility of the vehicle operator to ensure this pol-



icy is adhered to. Citations will be issued to the operator for violating this policy and two (2) points will be assessed against his or her driving record.

4.2.13. (Added) Unattended children in vehicles. No children, under the age of 12 years, will be left unattended in any vehicle on Robins AFB. When children 12 years of age and older are left in a vehicle, the vehicle will not be running and the child will not have or be able to gain possession of the vehicle keys, unless the child possesses a valid driver's license or permit. No children over 12 years of age, who do not possess a driver's license or permit, will be left unattended in vehicles for periods exceeding 15 minutes. Upon notification of children being left unattended in vehicles, 78 SFS personnel will be dispatched to assess the situation and ensure the protection of the children.

4.2.14. (Added) Personnel are not permitted to perform motor vehicle repairs in parking lots or on road-sides; however, minor emergency maintenance, which normally take less than 1 hour to complete, may be done provided no safety hazard exists.

4.2.14.1. (Added) Operators of vehicles which become mechanically inoperative on the roadway will make every effort to remove the vehicle from the roadway. If the vehicle must be left unattended, a note explaining the problem and identifying the owner will be placed in a visible location on or in the vehicle. Unregistered vehicles where the owner cannot be identified or contacted may be towed from the area without the owner's permission.

4.2.15. (Added) The display of bumper stickers or other signs or paraphernalia that embarrass or disparage the President of the United States; espouse illegal discrimination based on race, creed, color, sex, religion or national origin; advocate the use of force or violence to deprive individuals of their civil rights; or otherwise endanger military good order and discipline, are prohibited.

4.2.16. (Added) Failure to obey traffic guard. No person shall willfully refuse to comply with any lawful order or directive of any 78 SFS member, fire department personnel, or other authorized traffic cordon guard with authority to direct, control or regulate traffic.

4.2.17. (Added) Right of way in crosswalks. The driver of a vehicle shall stop and remain stopped to allow a pedestrian to cross the roadway within a crosswalk when the pedestrian is upon the half of the roadway upon which the vehicle is traveling or when the pedestrian is approaching and is within one lane of the half of the roadway on which the vehicle is traveling or onto which it is turning.

4.2.17.1. (Added) No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impractical for the driver to yield.

4.2.17.2. (Added) Whenever any vehicle is stopped at a marked crosswalk or at any unmarked crosswalk at an intersection to permit a pedestrian to cross the roadway, the driver of any other vehicle approaching from the rear shall not overtake and pass such stopped vehicle.

4.2.17.3. (Added) Crossing roadway elsewhere than at crosswalk. Pedestrians crossing a roadway at any other point than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right of way to all vehicles upon roadway unless they have under safe conditions, already entered the roadway.

4.2.17.4. (Added) Pedestrians must yield to authorized emergency vehicles. Upon the immediate approach of an authorized emergency vehicle making use of an audible signal and visual signals, pedestrians shall yield the right of way to the authorized emergency or law enforcement vehicle.

4.5. Traffic Accident Investigation.

4.5.1. Detailed investigations will be conducted on Robins AFB for the following:

4.5.1.1. All accidents involving a fatality or personal injury or disability damage over \$10,000.

4.5.1.2. All accidents where vehicle and private property damage is over \$10,000. This applies to government as well as private vehicles and property damage.

4.5.1.3. (Added) All other accidents are considered minor and will be facilitated in accordance with AFMC Instruction 31-201, *Procedures for Using the AFMC Form 625*, **Minor Accident Worksheet**.

4.6. Traffic Accident Investigation Reports.

4.6.3. The 78 SFS will respond to all reported accidents on Robins AFB as manning permits. AF Form 1315, **Accident Report** will be accomplished for all major accidents identified in paragraph 4.5. AFMC Form 625, Minor Accident Worksheet, will be accomplished for all minor vehicle accidents.

4.8. Parking. RAFBI 31-205, *Base Parking*, governs all parking issues on Robins AFB.

4.9. Traffic Violation Reports.

4.9.3. The 78 SFS/CC has authorized 78 SFS members and officially designated installation parking monitors to issue DD Form 1408, **Armed Forces Traffic Ticket**. Once appointed, parking monitors are trained by the 78 SFS Police Services Section (78 SFS/SFOSP).

4.9.5.5.3.1. (Added) Upon receipt of the white and yellow copies of the DD Form 1408, 78 SFS/SFAR will enter the information into SFMIS. The white copy of the citation will be sent out for command action and the yellow copy will be filed for suspense. **NOTE:** First sergeants or other authorized personnel may complete the administrative process of the ticket; however, the ticket must be signed by the violator's unit or squadron section commander.

4.9.5.5.3.2. (Added) The white copy, along with a cover letter, is forwarded to the first sergeant or civilian supervisor informing the individual of the violation. The first sergeant or civilian supervisor will endorse blocks 25-29 on the back of the white copy and return it to 78 SFS/SFAR indicating action has been taken.

4.11.2. An individual is considered driving while intoxicated if their blood alcohol content (BAC) level meets or exceeds the levels listed in paragraphs 4.11.2.1. (Added), 4.11.2.2. (Added) and 4.11.2.3. (Added), or if tests reflect the presence of illegal drugs.

4.11.2.1. (Added) Individuals ages 21 or older - 0.08.

4.11.2.2. (Added) Individuals driving a commercial vehicle - 0.04.

4.11.2.3. (Added) Individuals under the age 21 - 0.02.

**Table 5.1. Suspension/Revocation or Driving Privileges.**

<p><b>Assessment: 5. (Added)</b> Excessive Parking violations will be based on the following conditions:</p> <p>Violations.</p> <ol style="list-style-type: none"> <li>1. (Added) Receipt of 3 parking tickets in any consecutive 12-month period will result in a 30-day driving suspension.</li> <li>2. (Added) Receipt of 4 parking citations in any consecutive 12-month period will result in a 60-day driving suspension.</li> <li>3. (Added) Receipt of 5 parking citations in any consecutive 12-month period will result in a 6-month driving suspension.</li> <li>4. (Added) Receipt of more than 5 parking citations in any consecutive 12-month period will result in a 1-year revocation of driving privileges.</li> <li>5. (Added) Illegally parking in a designated (general not personal) "handicapped" parking space. The driver will incur a 30-day driving suspension for the first offense. A 60-day driving suspension for the second offense within any consecutive 12-month period. A 6-month driving suspension for any subsequent offenses within any consecutive 12-month period.</li> <li>6. (Added) Driving a vehicle without current insurance which is in violation of this instruction and Georgia Law, will result in a 6-month driving suspension.</li> </ol>
--

**NOTE:** 3. (Added) Parking citations which result in a driving suspension will remain on an individuals driving record for 12 months and will be considered in subsequent driving suspensions.

**Table 5.2. Point Assessment for Moving Violations (See Note 1).**

1. When two or more violations are committed on a single occasion, points may be assessed for each individual violation.

#### 5.4. Point System Procedures.

5.4.9. (Added) Personnel desiring to appeal the issuance of a traffic ticket (moving or non-moving) must make the appeal in writing and address it to the 78 SFS/CC thru 78 SFS/SFAR within 10 calendar days from the ticket issue date. The appeal must include the reason they believe the ticket should not have been issued. Appeals received after 10 calendar days will not be processed without proper justification.

5.4.9.1. (Added) Supervisors of personnel appealing tickets are not required to take action while the appeal is pending.

5.4.9.2. (Added) The 78 SFS/CC, or designee, will review each appeal for complicity and will make a recommendation based on the facts presented. The 78 MSG/CC has 10 days after receipt to render a decision in the appeal.

5.4.9.3. (Added) Bargaining unit employees may grieve a traffic ticket according to the above procedure or according to guidelines set forth in their respective negotiated grievance procedures.

THERESA C. CARTER, Colonel, USAF  
Commander